

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Minor Modifications and Time Extensions on Subdivision Agreements

**Policy  
Number**

I-21

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**Purpose**

To establish a more efficient method of processing minor modifications and certain time extensions on subdivision agreements.

**Background**

Under the present procedure, all modifications and time extensions on agreements for the improvement of subdivisions are transmitted to the Board of Supervisors for approval. In each instance a letter of transmittal is prepared and signed and 10 copies prepared and attached to the documents being submitted. This transmittal of material must be placed on the Board's docket and acted on by the Board. In nearly every case the Board's action consists of merely approving the Director of Public Works recommendation. After approval the copies of the documents and copies of the various letters are stamped as approved and returned to the Director of Public Works for distribution and filing.

By changing to the recommended procedure, a considerable amount of activity and paper work can be avoided and the original agreement will be legally modified when copies of the executed document have been placed on file in the office of the Clerk of the Board of Supervisors and the Director of Public Works.

**Policy**

It is the policy of the Board of Supervisors that:

Minor modifications and time extensions on Subdivision Agreements may be accomplished without obtaining prior approval from the Board of Supervisors. The Board of Supervisors hereby authorizes the Director of Public Works to approve all minor modifications of agreements for the improvement of subdivisions and to approve a one time only time extension for completion of required public improvements for a maximum of two years for those improvement agreements secured by the security originally provided by the subdivider at the time of execution of the agreements to provide improvements. The Director may not approve such time extension, however, where the subdivider has provided substitute security for the security originally provided at the time of execution of the agreement to provide improvements. The Director will transmit the necessary documents directly to the Clerk of the Board for filing; except in those cases where the scope of change is of such magnitude that the Director of Public Works determines the necessity for the Board to approve the modification.

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Sunset Date

This policy will be reviewed for continuance by 12-31-09.

Board Action

11-17-69 (64)

3-10-70 (23)

12-11-84 (9)

8-8-89 (33)

12-15-93 (5)

5-15-96 (11)

08-07-02 (5)

CAO Reference

1. Department of Public Works
2. Department of Planning and Land Use
3. County Counsel